



INVITATION TO BID NO: 11-X-2207454

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING

INVITATION TO BID

REQ. AGENCY : 062000  
ALABAMA MEDICAID AGENCY  
AGENCY REQ. NO. :  
T-NUMBER : TA678  
DATE ISSUED : 08/02/10  
VENDOR NO. :  
VENDOR PHONE NO. :  
SNAP REQ. NO. : 1418760  
BUYER NAME : WENDY PENTON

FOR: SOBRA 291B AND OTHER MEDICAID FORMS

BUYER PHONE NO. : (334) 353-7176-  
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:  
DATE: 09/09/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:  
DATE: 09/10/10 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE  
MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE \_\_\_\_\_ DAYS OR \_\_\_\_\_ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: \_\_\_\_\_(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN \_\_\_\_\_ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: \_\_\_\_\_  
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: \_\_\_\_\_  
INTERNET WEBSITE: \_\_\_\_\_
6. GENERAL CONTRACTOR'S LICENSE NO: \_\_\_\_\_  
TYPE OF G.C. LICENSE: \_\_\_\_\_

\*\*\*\*\* IMPORTANT NOTE: \*\*\*\*\*

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE  
ITEM 6 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING  
P O BOX 302620  
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA  
DIVISION OF PURCHASING  
RSA UNION BUILDING  
100 N. UNION ST., SUITE 192  
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED.  
I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN  
RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO  
REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

\_\_\_\_\_ DAY OF \_\_\_\_\_

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: \_\_\_\_\_

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -

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OPEN DATE : 09/10/10 TIME: 10:00 AM

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS

REV: 07/15/10

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
6. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
7. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX  
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED  
BID RECEIVED LATE  
BID NOT SIGNED/NOT ORIGINAL SIGNATURE  
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION  
NOTARIZED OWN SIGNATURE  
REQUIRED INFORMATION NOT SUBMITTED WITH BID  
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

VENDOR REGISTRATION AND FEE PAYMENT ONLINE

EFFECTIVE SEPTEMBER 1, 2010, VENDORS MUST REGISTER ONLINE TO RECEIVE NOTIFICATION OF BIDS. GO TO WWW.PURCHASING.ALABAMA.GOV TO REGISTER. BIDS WILL NOT BE ACCEPTED FROM NON-REGISTERED VENDORS. A VENDOR'S REGISTRATION MUST BE MAINTAINED THROUGHOUT THE LIFE CYCLE OF AN AWARDED CONTRACT, TO INCLUDE RENEWAL PERIODS. AT THE TIME OF REGISTRATION, VENDOR MUST PAY A BIENNIAL REGISTRATION FEE. PAYMENT MUST BE MADE BY CREDIT CARD, DEBIT CARD, OR BY ELECTRONIC CHECK.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE

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COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

PURPOSE:

THE PURPOSE OF THIS ITB IS TO ESTABLISH AN AGENCY CONTRACT FOR THE ALABAMA MEDICAID AGENCY FOR THE PRODUCTION OF SEVERAL DIFFERENT FORMS CONTAINING VARIABLE DATA. MEDICAID WILL BE THE SOLE USER OF THIS CONTRACT.

AWARD:

AWARD WILL BE MADE "ALL OR NONE" TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

\* TO DETERMINE THE "LOWEST" BID, CALCULATIONS WILL BE DONE AS FOLLOWS:

LINE 01 UNIT PRICE X 1  
LINE 02 UNIT PRICE X 1  
LINE 03 UNIT PRICE X 1  
LINE 04 UNIT PRICE X 1  
LINE 05 UNIT PRICE X 1  
LINE 06 UNIT PRICE X 1  
LINE 07 UNIT PRICE X 1

THESE LINE AMOUNTS WILL BE COMBINED TO DETERMINE THE "LOWEST" BID.

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NOTE: THE BID UNIT PRICE PER FORM MUST BE CALCULATED BY THE BIDDING VENDOR BASED ON THE COST OF THE BIDDERS ESTIMATED PREP TIME, MATERIALS AND PROFIT MARGINS NEEDED TO SUCCESSFULLY PRODUCE A COMPLETE FORM MAILER PACKET AS SPECIFIED. IDENTIFIED PAPER RESOURCES AND ESTIMATED MONTHLY AND/OR ANNUAL QUANTITIES ARE PROVIDED IN THE SPECIFICATIONS TO ASSIST THE BIDDER IN DETERMINING OR CALCULATING THE UNIT PRICE.

ASSIGNMENT OF CONTRACT:

TO ASSIGN, SUBLET OR TRANSFER ANY CONTRACT RESULTING FROM THIS SOLICITATION, THE VENDOR'S WRITTEN REQUEST MUST BE APPROVED BY THE STATE PURCHASING DIRECTOR.

PERFORMANCE GUARANTEE:

VENDOR WILL FURNISH WITHIN TEN STATE WORKING DAYS AFTER NOTIFICATION OF AWARD, A PERFORMANCE GUARANTEE IN THE AMOUNT SPECIFIED BELOW AS A GUARANTEE TO PROVIDE GOODS OR SERVICES SPECIFIED IN THE BID. IT SHALL BE MADE PAYABLE TO THE STATE OF ALABAMA AND CAN BE A CASHIER'S CHECK, OTHER TYPE BANK CERTIFIED CHECK (PERSONAL/COMPANY CHECKS ARE NOT ACCEPTABLE), BANKS OR POSTAL MONEY ORDER OR SURETY BOND ISSUED BY A COMPANY AUTHORIZED TO DO BUSINESS WITHIN THE STATE OF ALABAMA. IRREVOCABLE LETTER OF CREDIT AND CERTAIN U.S. NOTES AND BONDS MAY BE ACCEPTED WHEN APPROVED BY DIVISION OF PURCHASING AT LEAST 24 HOURS PRIOR TO BID OPENING. REFERENCE THE BID NUMBER ON THE GUARANTEE. THE DIVISION OF PURCHASING WILL BE THE CUSTODIAN OF THE PERFORMANCE GUARANTEE. THE PERFORMANCE GUARANTEE WILL BE RETURNED UPON COMPLETION OF THE CONTRACT.

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PERFORMANCE GUARANTEE AMOUNT: 20% OF THE 1ST CONTRACT YEAR TOTAL  
(SEE ABOVE FOR HOW CALCULATIONS WILL BE PERFORMED - PURCHASING WILL  
ADVISE AWARDED VENDOR, AT TIME OF AWARD, OF THE EXACT AMOUNT THE  
PERFORMANCE GUARANTEE MUST BE FOR)

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND,  
THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS  
AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD,  
IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST,  
SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE  
EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO  
LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH  
PERIOD.

PRORATION:

ANY PROVISION OF A CONTRACT RESULTING FROM THIS BID TO THE CONTRARY  
NOTWITHSTANDING, IN THE EVENT OF FAILURE OF THE STATE TO MAKE PAYMENT  
HEREUNDER AS A RESULT OF PARTIAL UNAVAILABILITY, AT THE TIME SUCH  
PAYMENT IS DUE, OF SUCH SUFFICIENT REVENUES OF THE STATE TO MAKE SUCH  
PAYMENT (PRORATION OF APPROPRIATED FUNDS FOR THE STATE HAVING BEEN  
DECLARED BY THE GOVERNOR PURSUANT TO SECTION 41-4-90 OF THE CODE OF  
ALABAMA 1975), THE CONTRACTOR SHALL HAVE THE OPTION, IN ADDITION TO  
THE OTHER REMEDIES OF THE CONTRACT, OF RENEGOTIATING THE CONTRACT  
(EXTENDING OR CHANGING PAYMENT TERMS OR AMOUNTS) OR TERMINATING THE  
CONTRACT.

REQUESTED INFORMATION:

ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED  
WITHIN FIVE (5) BUSINESS DAYS FROM RECEIPT OF REQUEST.

\* NOTE: REQUEST FOR ADDITIONAL INFO, IF ANY, WILL BE FOR CLARIFICATION  
PURPOSES ONLY. NO ADDITIONAL DOCUMENTATION WILL BE ACCEPTED. ALL  
REQUIRED DOCUMENTATION MUST BE SUBMITTED, AS PER THE BID SPECS, OR  
THE BID WILL BE REJECTED.

COMPLETION OF PRICE PAGES ON ITB AND ATTACHMENT:

THE "PRICE PAGES" ON THE ITB AND WITHIN THE SPECIFICATIONS MUST BE  
COMPLETED AND RETURNED OR THE BID WILL BE REJECTED.

IN THE EVENT OF A DISCREPANCY, THE UNIT PRICE ON THE ITB WILL GOVERN.

FIRM PRICING:

BID PRICES MUST BE VALID FOR ACCEPTANCE FOR A MINIMUM OF 45 DAYS FROM  
BID OPENING TO ALLOW SUFFICIENT TIME FOR EVALUATION AND AWARD OF THE  
BID.

QUANTITY:

ALL QUANTITIES SHOWN ARE ESTIMATED. ACTUAL QUANTITIES MAY BE MORE OR  
LESS. PURCHASE ORDERS WILL REFLECT THE ACTUAL QUANTITIES BEING  
ORDERED. THE STATE DOES NOT GUARANTEE THAT ANY CERTAIN QUANTITY WILL  
BE PURCHASED.

VENDOR REFERENCES:

VENDORS MUST PROVIDE A MINIMUM OF THREE REFERENCES, AS PER THE BID  
SPECIFICATIONS. REFERENCES MUST BE SUBMITTED WITH THE BID, ALONG WITH  
ALL OTHER REQUIRED DOCUMENTATION, OR THE BID WILL BE REJECTED.

MOCK-UPS/PROTOTYPES:

THE APPARENT LOWEST BIDDER SHALL BE REQUIRED TO SUBMIT  
A MINIMUM OF TWO SAMPLES OF EACH FORM, AT NO ADDITIONAL COST  
TO THE STATE OF ALABAMA, WITHIN 2 WEEKS OF WRITTEN NOTIFICATION BY  
ALABAMA MEDICAID AGENCY.

SEE THE BID SPECIFICATIONS FOR MOCK-UPS/PROTOTYPES DETAILS.

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MOCK-UPS/PROTOTYPES WILL BE USED TO ASSURE THE AGENCY THAT THE APPARENT LOW VENDOR CAN PRODUCE ALL FORMS TO BID SPECIFICATIONS.

FAILURE TO PRODUCE ALL FORMS WITHIN THE ALLOTTED TIME FRAME OR FAILURE TO PRODUCE FORMS THAT MEET ALL SPECIFICATIONS WILL RESULT IN BID REJECTION.

POINT OF CONTACT:

ALL BIDDERS MUST LIST BELOW A MINIMUM OF TWO (PRIMARY AND SECONDARY) CONTACTS RESPONSIBLE FOR DEALING DIRECTLY WITH MEDICAID ON ALL FACETS OF THIS CONTRACT.

PRIMARY:

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

SECONDARY:

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

HIPPA AGREEMENT:

THE AWARDED VENDOR WILL BE REQUIRED TO SIGN A BUSINESS ASSOCIATE AGREEMENT WITH THE ALABAMA MEDICAID AGENCY AS REQUIRED UNDER HIPAA.

LOCATION:

PRODUCTION PROCESSING, PRINTING AND MAILING MAY BE DONE IN OR OUTSIDE OF THE STATE OF ALABAMA. EACH FILE PROCESSED BY THE VENDOR MUST BE SUCCESSFULLY COMPLETED IN ACCORDANCE WITH THE TIME FRAMES AS SPECIFIED FOR EACH DOCUMENT TYPE IN THE ITB SPECIFICATIONS.

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THE FOLLOWING CONFERENCES WILL BE HELD

CONFERENCE

LOCATION

MANDATORY PRE-BID CONFERENCE

DATE: 08/18/10

TIME: 10:00 AM

STATE PURCHASING

RSA UNION BUILDING

100 NORTH UNION ST., SUITE 192

MONTGOMERY, AL 36104

ATTACHMENTS

VENDOR NAME :

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\*\*\*\*\* IMPORTANT INSTRUCTIONS \*\*\*\*\*

IT IS THE VENDOR'S RESPONSIBILITY TO READ THIS ENTIRE ITB FROM BEGINNING TO END AND TO COMPLY WITH ALL INSTRUCTIONS AND TERMS AND CONDITIONS OF THE BID.

ALL BIDDERS MUST SEND A MINIMUM OF ONE ORIGINAL AND FIVE EXACT COPIES OF THE BID AND ONE COMPLETE SOFTCOPY ON A CD IN PDF OR OFFICE 2007 DOCUMENT FORMATS. THIS TERM AND CONDITION REPLACES THE INSTRUCTION ON PAGE 2 OF THIS ITB.

COMPLETE COPIES MUST INCLUDE THE ITB (INCLUDING THE SIGNATURE AND COMPLETE NOTARY), AS WELL AS ALL REQUIRED DOCUMENTS, INCLUDING ATTACHMENT PRICE PAGES AND OTHER PAGES OF THE ATTACHMENT CONTAINING INFORMATION REQUIRED TO BE RETURNED PLUS THE CD OR YOUR BID WILL BE REJECTED.

ALL BIDDERS MUST ATTEND THE MANDATORY PRE-BID CONFERENCE ON 08/18/10. ONLY VENDORS WHO ATTEND THIS MANDATORY PRE-BID CONFERENCE WILL BE ALLOWED TO SUBMIT A BID.

PAY CLOSE ATTENTION TO THE UNIT OF MEASURE FOR EACH LINE AND ENTER A UNIT PRICE ACCORDINGLY. UNITS OF MEASURE MUST NOT BE CHANGED.

SPECIFICATION QUESTIONS MAY BE SUBMITTED, IN WRITING, TO THE BUYER NO LATER THAN 08/11/10 5:00 PM CENTRAL TIME. QUESTIONS AND ANSWERS WILL BE GIVEN TO ALL VENDORS ATTENDING THE MANDATORY PRE-BID ONLY. UNDER NO CIRCUMSTANCES WILL SPECIFICATION QUESTIONS BE DISCUSSED VERBALLY, EITHER BEFORE OR AFTER THE MANDATORY PRE-BID CONFERENCE.

AN ADDENDUM WILL BE MAILED APPROXIMATELY 1 WEEK AFTER THE MANDATORY PRE-BID CONFERENCE TO ALL VENDORS WHO ATTENDED THE CONFERENCE. THIS ADDENDUM WILL EITHER HAVE CHANGES TO THE SPECIFICATIONS ADDRESSED OR IT WILL STATE THAT THERE ARE NO CHANGES TO THE SPECIFICATIONS. THIS ADDENDUM WILL BE THE FINAL WORD ON ALL SPECIFICATIONS.

PROCEDURAL QUESTIONS MAY BE DIRECTED TO THE BUYER, VIA ANY METHOD, UP UNTIL THE BID SUBMISSION DEADLINE.

BUYER CONTACT INFORMATION:  
WENDY PENTON  
100 NORTH UNION STREET, SUITE 192  
MONTGOMERY, AL 36104  
FAX: (334) 242-4419  
PHONE: (334) 353-7176 (NO SPECIFICATION QUESTIONS)  
EMAIL: WENDY.PENTON@PURCHASING.ALABAMA.GOV

THERE IS TO BE NO COMMUNICATION BETWEEN VENDORS AND THE AGENCY DURING THE EVALUATION PROCESS. AN EXCEPTION TO THIS WILL BE IF THE AGENCY NEEDS CLARIFICATION OR WHEN THE AGENCY CONTACTS THE APPARENT LOW VENDOR TO HAVE MOCK-UP/PROTOTYPE FORMS CREATED. COMMUNICATION DURING THE EVALUATION PERIOD MAY BE VERBAL WITH FOLLOW UPS DONE IN WRITING.

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## PRICE SHEET

VENDOR NAME :

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: 062000 / 062M01 ALABAMA MEDICAID AGENCY MEDICAID AGENCY ROOM 1012 501 DEXTER AVE MONTGOMERY AL 36104					
00001	COMMODITY CODE: 966-12-047334 PRODUCTION, PROCESSING AND PRINTING, SOBRA 291B MAILER PACKETS.  ***** ESTIMATED MONTHLY QUANTITY: 14,983 ESTIMATED ANNUAL QUANTITY: 179,797  *****	1	EACH	_____	_____
00002	COMMODITY CODE: 966-12-047335 PRODUCTION, PROCESSING AND PRINTING, DOR 207I MAILER PACKETS.  ***** ESTIMATED MONTHLY QUANTITY: 1,682 ESTIMATED ANNUAL QUANTITY: 20,188  *****	1	EACH	_____	_____
00003	COMMODITY CODE: 966-12-048931 PRODUCTION, PROCESSING AND PRINTING, DOR 207P MAILER PACKETS.  ***** ESTIMATED MONTHLY QUANTITY: 1598 ESTIMATED ANNUAL QUANTITY: 19,187  *****	1	EACH	_____	_____
00004	COMMODITY CODE: 966-12-048974 PRODUCTION, PROCESSING AND PRINTING, DOR 207Q MAILER PACKETS.  ***** ESTIMATED MONTHLY QUANTITY: 2,398 ESTIMATED ANNUAL QUANTITY: 28,780  *****	1	EACH	_____	_____
00005	COMMODITY CODE: 966-12-048976 PRODUCTION, PROCESSING AND PRINTING, RECIPIENT RENEWAL REMINDERS.  ***** ESTIMATED MONTHLY QUANTITY: 14,983 ESTIMATED ANNUAL QUANTITY: 179,797  *****	1	EACH	_____	_____
00006	COMMODITY CODE: 966-12-050405 PRODUCTION PROCESSING AND PRINTING, PRIVACY NOTICES.	1	EACH	_____	_____

PAGE TOTAL

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 11-X-2207454 PAGE 10  
OPEN DATE : 09/10/10 TIME: 10:00 AM  
T-NUMBER : TA678  
RETURN DATE: 09/09/10 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
***** ESTIMATED MONTHLY QUANTITY: 5,875 ESTIMATED ANNUAL QUANTITY: 70,500 *****					
00007	COMMODITY CODE: 966-12-053522 PRODUCTION PROCESSING AND PRINTING, PRIVACY NOTICE POST CARDS.	1	EACH	_____	_____

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ESTIMATED TRI-ANNUAL 2012 QUANTITY:  
2,000,000.00 (TWO MILLION)  
  
ESTIMATED TRI-ANNUAL 2015 QUANTITY:  
3,500,000,00 (THREE MILLION FIVE HUNDRED  
THOUSAND).

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PAGE TOTAL

BID TOTAL

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